

Minutes of the Veneta City Council

January 24, 2005

Council

Present: Council President Fred Miller, Darrell Carman, Thomas Cotter, and Marion Esty

Absent: Mayor T. J. Brooker

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Shauna Hartz, Finance Officer; Sgt. Byron Trapp and Detective Sgt. Rene Stone, LCSO; Jerry Elliott, City Engineer; Andy Smith; James Dean; and Jeneca Jones, West Lane News

Council President Fred Miller called the Veneta City Council to order at 7:01 p.m.

1. PUBLIC COMMENT

Andy Smith; 25660 Tidball Lane; Veneta, OR

Andy Smith said he would like the City to require a street light at the intersection of all new subdivisions. He said it would provide better lighting and make the area more attractive.

Andy Smith also told the Council that he supports public involvement; however, he feels the Council should not give special recognition to the Neighbors for Responsible Growth unless they want to give him the same recognition if he brings in a group of his friends. He said the Council should set some criteria for accepting groups and giving them a voice at Council meetings.

In response, City Administrator Ric Ingham advised Mr. Smith that the state law allows groups to request recognition as land use groups; however, the Neighbors for Responsible Growth have not asked for official recognition and the Council has not recognized them as such.

Fred Miller told Mr. Smith that members of the group have provided public comments; however, the City Council has not given them any special consideration.

2. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Darrell Carman seconded the motion.

Discussion: Marion Esty asked to have the calendar pulled. She questioned the date of the East Veneta CAC meeting. The calendar has the date of Wednesday, February 23, 2005; however, she received a letter from Brian Issa stating the meeting is scheduled for 7:00 p.m. on Tuesday, February 15, 2005.

MOTION: Thomas Cotter amended his motion, moving to approve the consent agenda without the Civic Calendar. Marion Esty seconded the motion.

On voting: Marion Esty, aye; Thomas Cotter, aye; Fred Miller, aye; and Darrell Carman, aye.

The consent agenda as approved included minutes for January 10, 2005 and bills paid and payable for December 2004/January 2005

In response to Marion's question about the East Veneta CAC meeting, Ric said he understood from Margaret and Sandra that the meeting will be held February 23, 2005. He said he will need to verify the date.

Fred Miller pointed out the Council retreat scheduled for February 5, 2005 is not on the Civic Calendar.

In response to questions by staff for clarification, Marion said she wanted the Civic Calendar amended only to delete the February 23rd East Veneta CAC meeting and not to add the February 5th Council retreat.

MOTION: Thomas Cotter made a motion to approve the Civic Calendar minus the February 23rd East Veneta CAC meeting. Darrell Carman seconded the motion which passed with a unanimous vote of 4-0.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) Report on law enforcement activities - Sergeant Byron Trapp

Sgt. Trapp provided the Council with an annual summary of the law enforcement activities for 2004. In response to a question from Marion Esty, Sgt. Trapp said vehicles can be impounded for DUII, Driving Uninsured, Driving While Suspended, and Driving Without Privileges. He said drivers are required to purchase insurance before they can have their vehicle released.

Sgt. Trapp said the new staffing assignments have been a smooth transition. He introduced Detective Sergeant Rene Stone who provided the Council with details about the series of property crimes that recently culminated in the arrest of several suspects and the recovery of two storage units full of stolen property. The suspects are still in custody as a result of an incident where they assaulted a local woman who interrupted a burglary at her residence. As a result of the detectives being called in to investigate, the Sheriff's Office had the opportunity to coordinate the efforts of the detectives and local deputies.

(2) News Release: Public Viewing of Recovered Stolen Property

The Sheriff's Department will hold an open viewing for the public this Thursday to identify and return property that has not yet been claimed.

In response to a question by Darrell Carman, Detective Stone said the public will not be required to have a case number; however, it would be preferable to have some description of the property ahead of time. She said prior to the viewing on Thursday, victims that have not filed a report can provide the local deputies with a time and description of the items they are missing. Property can be released to victims prior to the viewing if the property can be identified for certain. Property not claimed during the viewing will be taken to Eugene for storage. After a period of time, any unclaimed property will be auctioned off.

In response to a question, Sgt. Stone said the property will be stored at the Sheriff's Office in Eugene because once the viewing is held, the property will no longer be secure and could be at risk of being stolen again.

James Dean congratulated the Sheriff's Department for the work they have been doing to impound cars and recover property. He said he feels they have provided Veneta with excellent service.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty (Fern Ridge Library) - On Saturday Marion attended a strategic planning group meeting that will be providing the library with information about changes in population, schools, and other things that affect the lives of local citizens. She said Hannah Dean has done an excellent job of providing the group with some very valuable information. Marion suggested inviting Hannah to present some of her information to the Council at their Retreat on February 5, 2005.

Ric agreed that Hannah Dean has provided some very positive information about the demographics and trends for Veneta that could be helpful for the Council when they set goals. James Dean said he will share that request with Hannah. Ric said he will follow-up to see how that information can be brought forward to the Council.

Darrell Carman (Applegate Regional Theater) - The theater group did not have a quorum for their meeting last Tuesday. Another meeting has been scheduled for 6:00 p.m. on Wednesday, January 26th at Veneta City Hall. He said the group has a lot of creative and talented members; however, they do not have much organizational experience. Ric said he will be attending the next few meetings to help them get organized. He said the City will begin budget discussions in the next few months and unless the group has prepared a plan the City probably will not be able to offer any assistance for another year. Marion said she would be unable to recommend anything to the Cultural Commission until the group is better organized.

Ric (Parks) - Ric said the current Park Board members have not reviewed the City's Park Master Plan. The Park Board does have some strategic items they want to present to the Council at their retreat. He said Margaret has been looking

at another proposal for a parking lot at the skate park.

4. **STAFF REPORTS**

a. **FINANCE OFFICER/HR**

(1) **Review of Handbook**

Shauna Hartz said she has been in the process of revising the employee handbook. The last amendments to the handbook were done in 1997. The Council and employees have been provided with a second draft that includes the comments received after review of the first draft. She told the council she would like written comments back by February 4, 2005. The City Attorney is doing a legal review of the revised handbook. The Local Government Personnel Institute (LPGI) has been contacted to see what type of review they would do and what the cost would be. LPGI is familiar with personnel issues and employee policies for other cities.

The new compensation plan which has been approved by resolution has been included and some new terms have been added for clarity. The accrual and leave language has been converted from days to hours because some employees work an eight-hour day and some work a ten-hour day. Employees began contributing to their health insurance on August 1, 2005. Language has also been added for the flexible spending account which was part of the change in health benefits.

In response to questions and discussion regarding residency requirements, Shauna Hartz said she will add some language to keep some flexibility but add more clarity.

b. **COMMUNITY SERVICES DIRECTOR**

(1) **RESOLUTION 890 - A RESOLUTION ESTABLISHING A REPAYMENT PROGRAM FOR CONNECTING EXISTING DEVELOPMENTS, CURRENTLY SERVED BY PRIVATE SEWAGE DISPOSAL SYSTEMS, TO THE CITY SEWER SYSTEM**

Ric advised the Council that Resolution 890 is a result of the discussion at the January 10, 2005 meeting about adopting a policy similar to that established by Resolution 821 for repayment of connection and systems development fees for existing residences that connect to the City sewer when it becomes available. As a result of the Council discussion, the repayment schedule was extended for an additional year. The previous resolution was for a specific project; therefore, the language in the new resolution was amended to reflect the policy discussed by the Council. Attachment "A" is an updated application for property owners requesting a repayment program.

MOTION: Thomas Cotter made a motion to approve Resolution 890. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

c. **CITY ADMINISTRATOR**

Ric advised the Council that Resolution 888, adopting the Transportation Capital Improvement Plan (CIP), and Resolution 889, adopting the transportation methodology and calculation plan, must be passed 60 days prior to the City adopting a Systems Development Charge for Transportation. Staff has been working with City Engineer Jerry Elliott to make sure all of the required statutory language is in those documents and to clarify the specific projects and project costs. As a result, Jerry Elliott has prepared revised documents. After the resolutions are adopted, the 60-day period will begin and the public will be given opportunities to comment. Staff has tentatively scheduled public comment periods during the Planning Commission meeting on February 7, 2005 and the City Council meeting on March 14, 2005 and to adopt the Systems Development Charge at the March 28, 2005 meeting. Prior to that time, notice will be sent to contractors and developers who have been doing work in Veneta. The public comments will be taken into consideration prior to adoption of an improvement fee.

Ric asked City Engineer Jerry Elliott to explain the changes he has made to the CIP and the methodology and calculation plan.

Jerry Elliott said the initial Capital Improvement Plan was based on the City's adopted street standards which require curbs, gutters, sidewalks, and certain widths for some streets. After discussions with the Council he understood they wanted to follow established policy of having property owners pay for sidewalks through the LID process; therefore, the Capital Improvement Plan was amended to remove sidewalk projects and the construction costs were adjusted accordingly. They also evaluated whether or not it is practical to tear up existing curbs and sidewalks to widen streets in strict adherence to City code. He said Cheney Drive was a good example of where the street does not meet code by two feet. They decided a better way to add capacity would be to limit parking to one side of the street. As a result, the proposed SDC fee has been reduced from \$2,918 to \$1,570 per equivalent dwelling unit.

Jerry said the state allows cities to include a reimbursement fee in their SDC methodology to recover costs for Capital Improvements that were made prior to adoption of the SDC fees. The City does not yet have a transportation system model; therefore, they chose to include only future capacity at this time. It may be possible to make amendments in the future to include a reimbursement fee based on the transportation model that LCOG will be doing.

In response to a question, Jerry Elliott said the elimination of sidewalk projects and some double allocations resulted in the reduced SDC.

In response to a question from Darrell Carman, Ric said residents would not be assessed for projects that required the removal and reconstruction of sidewalks. In the case of Cheney Drive, the City Engineer determined that there are other ways to increase capacity.

Ric said the CIP includes only new capital projects to be paid for by future users. Projects to be done with the existing street fund and gas tax are identified in the street assessment report. Ric said he feels all of the projects in the CIP are very defensible if the City gets challenged.

- (1) **Resolution 888 - RESOLUTION ADOPTING THE TRANSPORTATION CAPITAL IMPROVEMENT PLAN**

MOTION: Thomas Cotter made a motion to adopt Resolution 888. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

- (2) **Resolution 889 - RESOLUTION ADOPTING THE TRANSPORTATION METHODOLOGY AND CALCULATION PLAN**

MOTION: Thomas Cotter made a motion to adopt Resolution 889. Marion Esty seconded the motion.

Discussion: In response to a question from Darrell Carman, Ric said the methodology will be used to calculate the SDC fee which will be adopted by separate resolution after the 60-day review period. The SDC fee is broken down by equivalent household units. Developments that have greater traffic impact than one residential unit will be charged the appropriate number of SDC fees based on the traffic generated.

Vote: The motion passed with a unanimous vote of 4-0.

- (3) **Updates**

Ric reminded the Councilors that Dick Townsend needs their feedback for the goal setting session scheduled for February 5, 2005.

Ric advised the Council that Mayor Brooker has authorized a request by office staff for a 90-day trial period, beginning February 1, 2005, to open City Hall at 9:00 a.m. instead of 8:00 a.m. The reduced hours that staff is available to the public will give them some additional uninterrupted time to catch up on the backlog of work. Ric said it is becoming more common for communities to reduce hours as a result of limited resources. Staff has been working with Jeneca to make sure the public gets notice via the West Lane News.

Ric said he has been working with the Army Corp of Engineers, Oregon Department of Fish and Wildlife, and CVALCO Visitors Bureau to put together some grant proposals for some bird projects or bird tours to replace the boating recreation during the Fern Ridge Reservoirs draw down period. The City will be working with the Chamber and may need to come up with some City resources and match funds.

Marion Esty ~~suggested contacting~~ the Audubon Society to see if they can solicit some donations to help with the effort.

5. OTHER

Thomas Cotter said the Elmira High School National Honor Society has volunteered to help out with the Easter Egg Hunt. In response, Ric said he will pass that information onto the Park Board at their next meeting.

In response to a question, Marion Esty said the Peer Court will be holding a session this Thursday. She said they did not have much activity during the holidays.

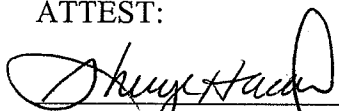
6. ADJOURN

Fred Miller adjourned the Veneta City Council at 8:30 p.m.



T. J. Brooker, Mayor

ATTEST:



Sheryl Hackett, City Recorder
(minutes prepared by SL Hackett)